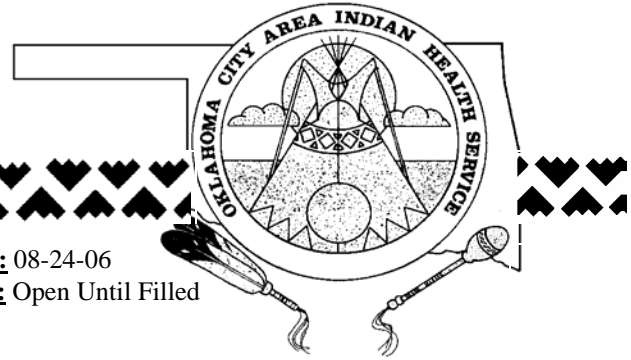


U. S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
OKLAHOMA CITY AREA INDIAN HEALTH SERVICE
DIVISION OF HUMAN RESOURCES



VACANCY ANNOUNCEMENT: SER-06-0123-HAS

OPENING DATE: 08-24-06

POSITION: Medical Officer (Administration), GS-602-15
(one position)

CLOSING DATE: Open Until Filled

DUTY LOCATION: Haskell Indian Health Center, Lawrence, Kansas

STARTING SALARY: May be adjusted on Present/Former Federal Employees
GS-15: \$103,707 per annum

PROMOTION POTENTIAL: None Beyond GS-15

RELOCATION EXPENSES: May be Authorized in Accordance
With Federal regulations

SUPERVISORY/MANAGEMENT: Yes, first time managers in competitive service being subject to a one-year probationary period.

AREA OF CONSIDERATION: DHHS Wide

DESCRIPTION OF ASSIGNMENT: As Clinical Director the incumbent is responsible for the administration of the clinical programs and the quality of medical care rendered by the Haskell Service Unit. The incumbent also serves as a medical consultant for the Haskell Contract Health Service departments. Serves in a leadership capacity within the Haskell Health Center by actively participating in the Executive Council and Performance Improvement Committee for the purposes of long term planning, budget preparation, space utilization and overall personnel planning. Ensures that the Medical Staff By Laws of the Haskell Health Center are implemented accordingly by chairing the Medical Staff meetings, actively participating/conduction peer reviews, planning formulation of pharmacy items, assuring that JCAOH, HIPPA and Privacy Act requirements are met. Supervises the medical department employees through daily/weekly/monthly assignments; conducting performance appraisals; conducting staff meetings; disciplinary acts; preparation of awards, etc.... for civil servant and Commission Corps staff (including medical technology, pharmacy, x-ray, physicians and nurse practitioners). Serves as project officer for services contracted for medical care including physical therapy, optometry, psychiatry and other services necessary to address patient needs by conducting/or arranging peer reviews and establishing contractual requirements. Assures timely, legible and appropriate patient chart documentation by monitoring subordinates medical chart documentation, and whenever necessary-taking appropriate corrective actions to meet facility requirements. Assures that Government Results Productivity Act (GPRA), Director's Performance Appraisals and other mandated objectives are met and communicated with the Haskell Health Center employees. Actively participates in the Oklahoma Area and National I.H.S. JCC quarterly and annual meetings. Evaluates and provides treatment for patients through out the lifecycle by ordering laboratory tests, radiology studies and other diagnostic studies/procedures needed for clinical treatment. Makes diagnosis based on evaluations, and prescribes appropriate treatment. Provides and documents education to patients their families as needed to assure adherence to treatment or preventing of disease. Accurately documents and codes clinical services delivered to patients using appropriate coding process identified by the Haskell Health Center, Health Information Management program. Submits reports on EEO matters in a timely and efficient manner.

INDIAN PREFERENCE: In the filling of this position by appointment, promotion, transfer, reassignment, reinstatement, or any other personnel action, we are required by law to give absolute preference in selection to qualified Indian preference candidates. Eligibility will be determined from current Indian Health Service Policy.

EQUAL EMPLOYMENT: Except for Indian Preference, consideration will be made without regard to any non-merit factor such as race, color, religion, sex, national origin, politics, disabilities, marital status, age, or membership or non-membership in any employee organization.

REASONABLE ACCOMMODATIONS: Reasonable accommodation is provided to applicants with disabilities, except when so doing would impose an undue hardship on the Indian Health Service. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be made on a case-by-case basis.

SELECTIVE SERVICE CERTIFICATION: If you are a male born after December 31, 1959, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System.

WHO MAY APPLY:

MERIT PROMOTION PLAN (MPP) CANDIDATES - Applications will be accepted from status eligibles (e.g. reinstatement eligibles and current permanent employees in the competitive Federal service), from current IHS employees who are eligible for Indian Preference, and from individuals who are eligible for excepted appointment in IHS under some other authority (e.g. handicapped authority, etc.). Those MPP candidates eligible for Indian Preference, who so desire, may also apply under ESEP provisions by indicating on their application, "Consideration under both MPP and ESEP". Other than above, non-status eligibles are not included in the area of consideration.

ADDITIONAL SELECTIONS OF CANDIDATES MAY BE POSSIBLE WITHIN 90 DAYS FROM DATE CERTIFICATE OF ELIGIBLES IS ISSUED FROM THE VACANCY ANNOUNCEMENT, FOR FILLING ADDITIONAL SIMILAR VACANCIES

To Claim Veterans' Preference – applicants must submit a copy of their DD-214 or other proof of eligibility. Veterans with service connected disability and others claiming 10 point preference, must submit a completed SF-15, "Application for 10-Point Veterans' Preference", with all supporting documents. For more specifics on all Veterans employment issues such as Veterans' preference or special appointing authorities, please refer to this hyperlink: VetsInfoGuide at: <http://www.opm.gov/veterans/html/vetguide.asp>

EXCEPTED SERVICE EXAMINING PLAN (ESEP) CANDIDATES - Applications will be accepted from individuals entitled to Indian Preference who wish consideration for excepted appointment in IHS, under the authority of 5 C.F.R, Part 213, Schedule A 213.3116(B)(8). (See APPLICATIONS FORMS for information on how to claim Indian Preference) **To Claim Veterans' Preference** – applicants must submit a copy of their DD-214 or other proof of eligibility. Veterans with service connected disability and others claiming 10 point preference, must submit a completed SF-15, "Application for 10-Point Veterans' Preference", with all supporting documents. For more specifics on all Veterans employment issues such as Veterans' preference or special appointing authorities, please refer to this hyperlink: VetsInfoGuide at: <http://www.opm.gov/veterans/html/vetguide.asp>

VETERANS PREFERENCE – Preference eligibles or veterans who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

PHS COMMISSIONED CORPS CANDIDATES – See instructions at the end of this announcement.

CAREER TRANSITION ASSISTANCE PLAN (CTAP) /INTERAGENCY CAREER TRANSITION PLAN (ICTAP):

Surplus or displaced employees covered by the U.S. Department of Health & Human Services CTAP program or the ICTAP program for all agencies, may apply and will be given special selection priority if determined to be eligible and well qualified. Well qualified is defined as meeting all education, experience, knowledge's, skills & abilities (KSA's) with a score in the above average range of a four-level crediting plan for all KSA's. For information on how to apply and required proof of eligibility, please refer to these hyperlinks: for **CTAP** at <http://www.ihs.gov/JobCareerDevelop/JobsAtIHS/doc/ctap.doc>, and for **ICTAP** at <http://career.psc.gov/chpublic/ictap.html>.

CONDITIONS OF EMPLOYMENT:

1. One Position - Full-Time Permanent Appointment.
2. In accordance with the Child Services Act, applicants must complete the attached addendum and submit it to the Human Resources Office with their application.
3. **IMMUNIZATION REQUIREMENT**- In accordance with the IHS Employee Immunization policy, selectee will be required to be immunized against measles and rubella by providing documentation/proof of immunity to measles and rubella prior to entrance on duty. Exceptions are persons born before 1957 who are not required to take the measles vaccine or provide proof of immunity. Special consideration may be allowed to individuals who are allergic to a component of vaccine or have a history of severe reaction to a vaccine or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area Office position which requires regular work at a Service Unit.
4. **Medical Privileges**: This position requires that the selected individual obtain and maintain medical staff clinical privileges. If privileges are not obtained or maintained during employment, the employee may be subject to an adverse action, up to and including removal from the Federal Service.
5. **Selective Factors**: Refer to "Qualifications Required" section of this announcement.

NOTE: PERSONS WHO SUBMIT INCOMPLETE APPLICATIONS WILL BE GIVEN CREDIT ONLY FOR THE INFORMATION THEY PROVIDE AND MAY NOT, THEREFORE, RECEIVE FULL CREDIT FOR THEIR VETERAN PREFERENCE, INDIAN PREFERENCE, EDUCATION, TRAINING AND/OR EXPERIENCE. All application forms are subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for Federal employment.

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet all requirements cited in the following "QUALIFICATIONS REQUIRED" and "TIME-IN-GRADE REQUIREMENTS" sections within 30 days after the closing date of this announcement.

QUALIFICATION REQUIREMENTS

Excepted Service Indian Preference applicants, both those who apply under the Excepted Service Examining Plan (ESEP) and those who are currently on permanent appointment in Indian Health Service, will be rated in accordance with the Indian Health Service Excepted Service Qualification Standards (if established). Normally, Competitive Service Indian Preference applicants will be rated in accordance with the Office of Personnel Management (OPM) Qualification Standards Handbook, however, these applicants who wish to be considered under the ESEP will be rated separately under the IHS Excepted Service Qualification Standards, or under both standards, if requested. All Non-Indian Preference applicants will be considered under OPM Qualification Standards. The two Qualification Standards are essentially the same; however, any Time-In-Grade requirements will not apply to ESEP applicants. Your description of work experience, level of responsibility, and accomplishments will be used to determine that you meet these requirements.

QUALIFICATIONS REQUIRED:

Basic Requirements:

Degree: Doctor of Medicine or Doctor of Osteopathy from a school in the United States or Canada approved by recognized accrediting body in the year of the applicant's graduation. [A Doctor of Medicine or equivalent degree from a foreign medical school that provided education and medical knowledge substantially equivalent to accredited schools in the United States may be demonstrated by permanent certification by the Educational Commission for Foreign Medical Graduates (ECFMG) (or a fifth pathway certificate for Americans who completed premedical education in the United States and graduate education in a foreign country.)]

Graduate Training: Subsequent to obtaining a Doctor of Medicine or Doctor of Osteopathy degree, a candidate must have had at least one year of supervised experience providing direct service in a clinical setting, i.e., a one-year internship or the first year of a residency program in an institution accredited for such training. Graduate training programs include only those internship, residency, and fellowship programs that are approved by accrediting bodies recognized within the United States or Canada.

Licensure: Candidates must have a permanent, current, full and unrestricted license to practice medicine in a State, District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

For GS-15: 1 year of appropriate experience equivalent to the GS-14 grade level.

SELECTIVE FACTORS: In addition to the qualification requirements described above, to be rated basically qualified for this position, candidates must demonstrate possession of the following:

1. PHS LICENSURE REQUIREMENT: Each PHS physician must possess and maintain a current and unrestricted license in a State.

SUPERVISORY OR MANAGERIAL ABILITIES: This is a managerial position and candidates, in addition to the professional qualifications listed, must have demonstrated in their work experience or training, that they possess, or have potential to develop, the qualities of successful supervision, as required for this position (second and higher level).

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: May be allowed in accordance with the Office of Personnel Management Qualification Standards Handbook or IHS Excepted Service Qualification Standards.

TIME-IN-GRADE REQUIREMENTS: MPP candidates must have completed at least one year of service at the GS-14 for GS-15. Time-in-grade provisions do not apply under ESEP.

EVALUATION METHODS: When required by Personnel Regulations, an evaluation will also be made to the extent to which experience, education, training, self-development, outside activities, and/or awards demonstrate that basically qualified applicants possess the Ranking KSA's described below. This will determine the highly qualified applicants among the basically qualified eligible. Measurement of possession of the KSA's will be accomplished through review of the Application forms, performance appraisals (MPP candidates only), the Narrative Statement related to the KSA's, employment interviews and reference check results.

Ranking KSA's:

1. Knowledge of administrative, statutory, regulatory and procedural requirements needed to effectively manage health care organization.
2. Ability to develop, coordinate and evaluate an area wide health care delivery system.
3. Knowledge of JCAHO requirements for accreditation.
4. Ability to provide leadership through effective applications of concepts in organizational behavior, management theory and group dynamics in order to guide staff in an effective manner.

APPLICATION PROCEDURES

SUBMIT APPLICATION TO THE FOLLOWING ADDRESS: Southeast Region Division of Human Resources, Oklahoma City Area Indian Health Service, Five Corporate Plaza, 3625 NW 56th Street, Oklahoma City, OK 73112. All applications become property of the Division of Human Resources and will not be returned. Therefore, all original documents and the completed application forms should be duplicated before being submitted. **ELECTRONICALLY FILED APPLICATIONS (email attachments) WILL BE ACCEPTED. FAXED APPLICATIONS WILL NOT BE ACCEPTED.** We do not fax vacancy announcements. For further information or application forms contact the Oklahoma City Area Office, Division of Human Resources at 405-951-3718 or 951-3750. Forms may also be available at nearest IHS facility. Vacancy announcements may also be downloaded from the OPM Website - USAJOBS at <http://www.usajobs.opm.gov> or IHS Website at <http://www.ihs.gov>. The IHS Website has current vacancy locations listed.

EMAIL APPLICATIONS: These applications must be sent as an email attachment to: aov@na.ihs.gov. The Vacancy Announcement Number must be included in the subject line of the e-mail. Additional required forms may be sent as e-mail attachments or mailed as hard copies. Application materials provided by different means must be cross-referenced so they may be combined at the Human Resources office. Applicants are responsible for ensuring that application materials are formatted in a manner that will transmit successfully.

**APPLICATION FORMS LISTED BELOW MUST BE SUBMITTED AND INDIVIDUALLY IDENTIFIED
BY ANNOUNCEMENT # SER 06-0123-HAS**

1. **The Federal Government does not require a standard application form for most jobs, but certain information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment.**
Applicants must submit one of the following: (1) OF-612 (Optional Application for Federal Employment), (2) SF-171 (Application for Federal Employment), (3) Resume, or (4) any other written application format. **For (3) and (4) see "ADDITIONAL INFORMATION REQUIRED FOR RESUMES AND" section below.** On the SF-171, items 37-47 should not be completed. Position Descriptions will not be accepted.
2. **"Declaration for Federal Employment"- OF-306 (revised January 2001), must be fully completed and submitted with current dated signature to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.** Form may be downloaded from: the IHS Human Resources Website at <http://www.ihs.gov/NonMedicalPrograms/DHR/index.cfm?module=applicants>.
3. **Verification of Indian Preference:** If claiming Indian Preference, applicants must submit a copy of a properly completed and signed Bureau of Indian Affairs (BIA) certification form, 4432, "Verification of Indian Preference for Employment in BIA and IHS". Current employees with acceptable proof (as identified above) on file in their Official Personnel Folder are still required to submit a copy of the required BIA form 4432 with their applications. **Indian Preference will not be given unless the BIA form 4432, as previously explained, is attached to the application/resume.**
4. **Attached "Addendum to Declaration for Federal Employment (IHS) in Child Care and Indian Child Care Worker Positions" for civil service and commissioned corps applicants. This OMB Approved Form No. 0917-0028 is available at nearest IHS Facility.**
5. **Copy of latest Personnel Action (SF-50),** if a current or former Federal Employee, or if requesting Reinstatement Eligibility, the SF-50 proof of Career or Career-Conditional Status must be submitted.
6. **If claiming Veterans' Preference or eligibility for VEOA or other special appointing authority for Veterans, a copy of all DD-214 forms, one for each period of service, and if claiming 10-point Veterans' preference, a completed SF-15 with all supporting documents.**
7. **A copy of your most recent performance appraisal** (required for current Federal employees).
8. **Narrative Statement,** related to the Quality Ranking Knowledge's, Skills, and Abilities (KSA's) as outlined in Evaluation Methods.
9. **A copy of college transcript(s),** listing the college courses and credits earned, is required in order to receive appropriate credit for education. **When allowed by Qualification Standards, copies of training certificates (non-college) must be submitted for appropriate credit.** Although a transcript is always preferred, a list of courses and credit hours earned is sufficient at the time of application, however, by the time of appointment an appointee must provide an official college transcript (not a copy).
10. **To request CTAP/ICTAP special selection priority,** you must submit a copy of the RIF separation notice, Certification of Expected Separation (CES) or Notice of Proposed Separation for declining a Directed Reassignment or Transfer of Function outside the local commuting area.

ADDITIONAL INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS:

Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the personnel office to make a determination that you have the required qualifications for the position. Applicants for positions in some occupational series must meet certification, licensure, or registration requirements, if required by law, in addition to meeting experience and/or educational requirements. SPECIFICALLY, THE INFORMATION PROVIDED UNDER #6 (HIGH SCHOOL), #7 (COLLEGES AND UNIVERSITIES), #8 (WORK EXPERIENCE), AND #10 (JOB-RELATED TRAINING) WILL BE USED TO EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.

ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.

1. Announcement Number, Title and Grade of the job for which you are applying.
2. Full Name, Mailing Address (with Zip Code) and Day and Evening Phone Numbers (with Area Codes).
3. Social Security Number.
4. Country of Citizenship.
5. Highest Federal civilian grade held (give Job Series and Dates held).
6. High School - Name, City, State (Zip Code if known), and date of Diploma or GED.
7. College and University Credit/Degrees - Name, City, State (Zip Code if known), Majors, Type and Year of any Degrees received (if no Degree show Total Semester or Quarter-Hours earned).
8. Work Experience (paid and non-paid) - Job Title (include series and grade if Federal job), Duties and Accomplishments, Employer's Name and Address, Supervisor's Name and Phone Number, Starting and Ending Dates (month, day, and year), Hours Per Week, and Salary.
9. Indicate if we may contact your current Supervisor.
10. Job-related Training Courses, Skills, Honors, Awards, Special Accomplishments.

INSTRUCTIONS FOR PHS COMMISSIONED CORPS CANDIDATES

Selection for this position will be in accordance with the Indian Preference policies of the Indian Health Service and the Oklahoma Area. Applications from Commissioned Corps Officers who wish to receive Indian preference, will be evaluated by the Oklahoma City Area Indian Health Service Personnel Office using the same criteria as that stated in this announcement section for EXCEPTED SERVICE EXAMINING PLAN (ESEP) civil service applicants. For information on application procedure for the USPHS Commissioned corps, please contact Marty Oberly at 405-951-3741.

APPLICANTS MUST SUBMIT THE FOLLOWING:

1. Curriculum Vitae: which states Announcement Number, Title and Grade of the job for which you are applying; Full Name, Mailing Address, Day and Evening Phone Numbers; Social Security Number; Work Experience (paid and non-paid) listing Positions held, Duties and Accomplishments, Employer's Name and Address, Supervisor's Name and Phone Number, Starting and Ending Dates (month, day and year), Hours Per Week and Salary; and Job related Training Courses, Skills, Honors, Awards, Special Accomplishments.
2. Current Registration/Licensure Requirements: Refer to Civil Service "Qualifications Required" of this vacancy announcement for specific documentation, if required for this position.
3. A copy of college transcript(s), listing the college courses and credits earned, is required in order to receive appropriate credit for education.
4. Copy of current Billet Description. (Active Duty officers only)
5. Verification of Indian Preference: Applicants who wish to receive Indian Preference must submit required documentation as outlined in Civil Service APPLICATION PROCEDURES of this vacancy announcement.
6. Attached "Addendum to Declaration for Federal Employment (IHS) in Child Care and Indian Child Care Worker Positions" for civil service and commissioned corps applicants. This OMB Approved Form No. 0917-0028 is available at nearest IHS Facility
7. SELECTIVE FACTOR: Refer to Civil Service "Qualifications Required" of this vacancy announcement for specific information to submit, if there is a Selective Factor requirement for this position.

SELECTION FOR THIS POSITION WILL BE IN ACCORDANCE WITH THE INDIAN PREFERENCE POLICIES OF THE INDIAN HEALTH SERVICE AND THE OKLAHOMA AREA. CANDIDATES, IF CLAIMING INDIAN PREFERENCE, MUST FURNISH THE APPROPRIATE DOCUMENTATION AS EXPLAINED UNDER "APPLICATION PROCEDURES" OR WILL BE CONSIDERED AS A NON-INDIAN CANDIDATE ONLY.

RECRUITMENT CASE FILE CONTACT:

Cecil Gray
Human Resources Specialist
(EHRP# 035049, SF-52 Central #06-0898)

CG/09-01-06/o:\stf\series\602-15 SER-06-0123-HAS

Addendum to Declaration for Federal Employment (OF 306)
Indian Health Service
Child Care & Indian Child Care Worker Positions

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Item 15a. Agency Specific Questions

Name: _____ **Social Security Number:** _____

(Please print)

Job Title in Announcement: _____ **Announcement Number:** _____

Section 231 of the Crime Control Act 1990, Public Law 101-647, requires that employment applications for Federal child care positions contain a question asking whether the individual has ever been arrested for or charged with a crime involving a child and for the disposition of the arrest or charge.

Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630, contains a related requirement for positions in the Department of Health and Human Services that involve regular contact with or control over Indian children. The agency must ensure that persons hired for these positions have not been found guilty of or pleaded nolo contendere or guilty to certain crimes.

To assure compliance with the above laws, the following questions are added to the Declaration for Federal Employment:

1) Have you ever been arrested for or charged with a crime involving a child? YES_____ NO_____

*[If **AYES@**, provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.]*

2) Have you ever been found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any felonious or misdemeanor offense under Federal, State, or tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; or crimes against persons; or offenses committed against children? YES_____ NO_____

*[If **AYES@**, provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name address of the police department or court involved.]*

I certify that (1) my response to these questions is made under penalty of perjury, which is punishable by fines of up to \$2,000 or 5 years imprisonment, or both; and (2) I have received notice that a criminal check will be conducted. I understand my right to obtain a copy of any criminal history report made available to the Indian Health Service and my right to challenge the accuracy and completeness of any information contained in the report.

Applicant=s Signature (sign in ink)

Date

Public Burden Statement: In accordance with Paperwork Reduction Act (5 CFR 1320.8 (b)(3), a Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Respondents must be informed (on the reporting instrument, in instructions, or in a cover letter) the reasons for which the information will be collected; the way the information will be used to further the proper performance of the functions of the agency; whether responses to the collection of the information are voluntary, required to obtain a benefit (citing authority), or mandatory (citing authority); and the nature and extent of confidentiality to be provided, if any (citing authority). Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the necessary data, and completing and reviewing the collection information. Send comments regarding the burden estimate or any other aspect of this collection of information to the IHS PRA Information Collection Clearance Staff, 12300 Twinbrook Parkway, Suite 450, Rockville, MD 20852. ***Please do not send completed data collection instruments to this address.***

FORM APPROVED: O.M.B. NO. 0917-0028

Expires 02/28/2009